

## HOW TO GUIDE | How to Generate QR Codes with Google Spreadsheets

### How to Generate QR Codes with Google Spreadsheets

Do you need a bunch of QR codes? Google Spreadsheet has a way to create many QR codes for the URLs you provide.

1. Go to <https://docs.google.com/a/mybps.us> and log in to your account.
2. Click on the **Create** button located on the left and choose **Spreadsheet**.
3. Label one column for "Text or URL" and another for "QR code".
4. Type the Text or URL you want to be accessed when the QR code is scanned.

Text in general can have about 50 - 4000 characters depending on the quality of the QR generator. The fewer the characters the better the accuracy.

5. Copy and paste the following in the cell below "QR Code" in this case cell B2, then press enter a QR code will appear.  
=image("https://chart.googleapis.com/chart?chs=150x150&cht=qr&chl=" & A2)
6. Click once on cell B2 to select it. Then click the tiny blue square in the bottom-right corner of the cell and drag down to fill down the formula in the remaining cells for the text or URLs you have entered. You may need to resize the cells to see the QR codes clearly.

If this is all you need you can print this spreadsheet, cut out the codes and hand them out. If you want to copy and paste these in another document there are a few more steps.

7. In column C add the header "Link to QR code image" and paste =  
"https://chart.googleapis.com/chart?chs=150x150&cht=qr&chl=" &A2

8. Click once on cell C2 to select it. Then click the tiny blue square in the bottom-right corner of the cell and drag down to fill down the formula in the remaining cells for the text or URLs you have entered. This gives a link to the QR code on the web.
9. Select column C and **Copy**. Move to column D and select **Paste Special** and choose **Paste values only**. You can delete column C after this.
10. Use the resulting links to go to the webpage Google created to store the QR code. You can **right click** and **save the image** and use it as you would any image.

